



## VACANCY NOTICE NO. 2020/09

**Issue Date:** 30 September 2020

**Closing Date:** 14 October 2020 -  
1400hrs

<b>Title</b>	Programme Assistant, (COVID-19 Support)	<b>Duty Station</b>	Male', Maldives
<b>Contract Arrangement and type:</b>	SSA	<b>Organizational Location</b>	Ministry of Health
<b>Grade</b>	SSA 4	<b>Duration</b>	06 months

### MAIN DUTIES TO BE PERFORMED:

Under the direct supervision of Director International Health - the Programme Assistant will perform the following:

- Coordinate and communicate with bilateral partners, UN agencies and other international partners with regards to COVID-19 support and assistance
- Provide all the necessary documents to international partners with regards to COVID-19 support
- Coordinate with relevant department division of MoH with regards to queries raised by partners, and coordinate clearance process of the donations
- Maintain and keep record of all the communications, and update policy level on status once a week
- Maintain and keep record of international support list / sheet and update policy level on status once a week
- Monitor all international support COVID-19 ongoing programmes / projects implemented by Ministry of Health, and update policy level once a month.

### EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

<b>Competencies</b>	1) Fostering, Integration and Teamwork, 2) Respecting and Promoting individual and cultural differences, 3) Communicating in a Credible and effective way, 4) Producing Results, 5) Time Management
<b>Educational Qualifications</b>	<b>Required:</b> University degree (Public Health, Health Service Management or Project Management) <b>Desirable:</b> Should have at least 2 years work experience in health-related field/project management. Experience in project management will be desired
<b>Experience</b>	-Ability to work with minimal supervision -High level written and oral communications skills in English and Dhivehi -Must be result-oriented, a team player, exhibiting high levels of enthusiasm, diplomacy and integrity
<b>Knowledge and skills</b>	- Understanding of the Maldivian health context. Must be able to manage diverse view points and work in demanding situations

	Ability to plan, produce quality results and meet deadline Strong interpersonal skills and previous experience
<b>Computer Literacy</b>	Able to operate MS-office packages (Outlook Email, Word, Excel, PowerPoint) Computer skills including use of internet and other office application
<b>Languages</b>	Proficient in Spoken and Written English and Dhivehi

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

**Note:**

1. Applicants should submit a brief resume of their relevant experience and other qualifications along with national ID and give reasons for being suitable for the post, using the WHO Personal History Form (PHF). Applicants may contact the WHO Country Office for the PHF or download it from the website <http://www.searo.who.int/maldives/about/employment>.
2. Application marked "Confidential" should be submitted to the WHO Country Office for Maldives, 6th Floor, Roashanee Building, Sosun Magu, Male', in the PHF form as stated in 1 above. Applications can also be submitted through e-mail to: [semav\\_vacancy@who.int](mailto:semav_vacancy@who.int) with the subject as "Application for the post of "Programme Assisant (Covid-19)"
3. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 1 month.
4. This vacancy is for nationals of the Republic of Maldives only.
5. Monthly salary: MVR10,912.00.
6. WHO is committed to workforce diversity.
7. WHO has a smoke-free environment and does not recruit smokers.
8. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.